



KNIGHTDALE TOWN COUNCIL MINUTES

950 Steeple Square Court, Knightdale, North Carolina 27545

February 17, 2016

The Knightdale Town Council met at 7:00 p.m. at Knightdale Town Hall, 950 Steeple Square Court, Knightdale, North Carolina.

PRESENT: Mayor James Roberson, Mayor Pro Tem Mike Chalk, Councilors Pete Mangum, Mark Swan, Dustin Tripp, and Randy Young.

ABSENT: None.

Staff Members Present: Beth Trahos, Town Attorney; Suzanne Yeatts, Administrative Services Director; Whitney Ledford, Town Clerk; Keith Archambault, IT Administrator; Brian Bowman, Communications Director; Lawrence Capps, Police Chief; Tina Cheek, Parks, Recreation, and Cultural Programs Director; Chris Hills, Development Services Director; Joanna Gombatz, Accounting Operations Manager; Tim Guffey, Fire Chief; Brandon Murray, Firefighter; Chris Miller, Fire Lieutenant; Kim Kenny, Finance Officer; Jermone King, Volunteer Firefighter.

Meeting called to order by Mayor Roberson at 7:00 p.m.

WELCOME

Welcome by Mayor Roberson.

INVOCATION

Invocation by Councilor Mangum.

ITEM I. ADOPTION OF AGENDA

...Motion by Councilor Swan to adopt the agenda. Motion seconded by Councilor Young and carried unanimously.

ITEM II. APPROVAL OF MINUTES

...Motion by Councilor Tripp to approve the minutes from January 30, 2016 and February 1, 2016. Motion seconded by Councilor Young and carried unanimously.

ITEM III. PRESENTATIONS, RECOGNITIONS, AWARDS

A. Recognition of Firefighter of the Year

Fire Chief Tim Guffey began by recognizing a volunteer firefighter, Jermone King, for achieving the rank of number one in both training and call response in 2015. Next, Chief Guffey explained the process followed in selecting the Firefighter of the Year award and recognized Brandon Murray as the 2015 Firefighter of the Year.

B. Introduction of New Finance Officer

Administrative Services Director Suzanne Yeatts introduced Kim Kenny as the new Finance Officer.

ITEM IV. PUBLIC

Anyone may speak on an issue not included on tonight's agenda. If you anticipate speaking during tonight's meeting, please print your name and address on the form at the entry table. You must speak from the podium to assure accurate record. Before speaking, please state your name and address.

A. Open to the Public

Patrice Bayyan of 208 Mingocrest Drive introduced herself as the new Executive Director of the Knightdale Chamber of Commerce.

B. Report on Citizen Inquiries

Nothing at this time.

ITEM V. CONSENT AGENDA

A. Hinton Oaks Industrial Park Renaming

Resolution #16-02-17-001

Adopt Resolution #16-02-17-001, Hinton Oaks Industrial Park Renaming.

B. Knightdale Station R-6 Street Names

Resolution #16-02-17-002

Adopt Resolution #16-02-17-002, Street Name Approval for Knightdale Station Subdivision Phase 6.

C. Knightdale Station Road 19 Street Name

Resolution #16-02-17-003

Adopt Resolution #16-02-17-003, Street Name Approval for Knightdale Station Subdivision Road R019.

D. Parks and Recreation Grant Application Approval

Approve the Parks and Recreation Department's application for the United Arts – Arts for Municipalities Grant.

E. Interim Organizational Chart

Approve Interim Organizational Chart.

F. Acting Town Manager Contract

Approve the Memorandum of Understanding with Hal Mason as Acting Town Manager.

...Motion by Mayor Pro Tem Chalk to approve the Consent Agenda. Motion seconded by Councilor Tripp and carried unanimously.

ITEM VI. LAND USE REVIEW BOARD REPORTS
None at this time.

ITEM VII. ACTIONS REQUIRING PUBLIC HEARINGS
If you anticipate speaking during a public hearing at tonight's meeting, please print your name and address on the form at the entry table. You must speak from the podium to assure accurate record of testimony. Large groups are asked to designate a spokesperson. If the Mayor announces that the hearing is a quasi-judicial public hearing, all speakers must be administered an oath by the Town Attorney.
None at this time.

ITEM VIII. SET PUBLIC HEARINGS
None at this time.

ITEM IX. TOWN ATTORNEY
Nothing at this time.

ITEM X. OLD BUSINESS
None at this time.

ITEM XI. NEW BUSINESS
None at this time.

ITEM XII. OTHER BUSINESS
Mayor Roberson introduced Hal Mason as Knightdale's Acting Town Manager until Seth Lawless returns. Mayor Roberson also highlighted some of Mr. Mason's service experience and welcomed him to the Town.

ITEM XIII. COMMITTEE REPORTS

A. Planning and Engineering

Councilor Tripp shared that the committee's current focus revolves around discussing long term Capital Improvement Plan rankings; however, there is nothing to report at this time.

B. Finance

Councilor Mangum reported that the committee will now meet at 5:30 p.m. instead of 6:00 p.m. prior to each council meeting until the budget is passed for the upcoming fiscal year.

C. Public Safety

Councilor Swan highlighted topics discussed by both the Police and Fire Departments.

Police:

The Police Department presented an overview of the 2015 Annual Analyses, discussed the status of a Sergeant vacancy, and reminded citizens to take advantage of their House Check program.

Fire:

The Fire Department presented statistics from their 2015 Year End Report, reviewed the City of Raleigh Fire Hydrant Plan in Knightdale and Wake County, and began a review of the North Carolina Response Rating Schedule. Chief Guffey will be providing a document to all Council members, via email, that will help the Town prepare for the upcoming Insurance Services Office Rating Program.

D. Nominating

Councilor Young reported that this committee did not meet.

E. Liaison Reports

No report.

ITEM XIV. CLOSED SESSION FOR LEGAL OR PERSONNEL MATTERS

None at this time.

ITEM XV. ADJOURNMENT

...Motion by Councilor Tripp to adjourn at 7:15 p.m. Motion seconded by Councilor Young and carried unanimously.


Town Clerk Whitney A. Ledford
Mayor Pro Tempore Mike Chalk